



**Georgia Public Service Commission is accepting
applications for**

SENIOR ACCOUNTANT

Number of Openings: 1

Job Category: Senior Accountant, Accounting, Regulation

Salary: \$65,000-\$70,000 Commensurate w/experience

Closing Date: Until filled

Primary Location: GA-Fulton-Atlanta

No relocation provided

Job Description:

A state agency with under 100 employees and annual funding of \$14 million is seeking an experienced Accountant to perform a variety of accounting functions. The successful candidate will perform work of considerable difficulty with minimal supervision.

Duties and Responsibilities:

- As a senior accountant the incumbent will perform accounting duties, including, but not limited to:
 - Reconcile general ledger and bank statements.
 - Perform cash flow analysis.
 - Monitor and maintain adequate balance in cash operating account and treasury account to cover monthly expenditures.
 - Process accounts payable and accounts receivable.
 - Review and verify semi-monthly payroll numbers.
 - Prepare payroll worksheets and payroll entries.
 - Reconcile payroll accounts.
 - Make payments for Federal and State payroll taxes, benefits and other payroll deductions.
 - Prepare payroll-related reports, analysis and projection.
 - Issue financial statements.
 - Prepare month-end management and financial reports.
 - Perform month-end closing and year-end closing.
 - Prepare SAO and Department of Audits year-end reports.
 - Prepare preliminary budgetary compliance report.
 - Participate in State, Federal and inter-agency audits.
 - Conduct other accounting and reporting activities, as needed.

Minimum Qualifications:

Bachelor's degree in accounting, finance, or related field. Minimum of three years of full-time accounting experience. Excellent oral and written communication skills. Detail oriented, strong organizational and analytical skills. Self-motivated, team player, works well independently. Experience with PeopleSoft/Teamworks. Proficiency in Microsoft Office Suite and Adobe Acrobat.

Preferred Qualifications:

CPA certification or qualified to sit for CPA exam. Experience in governmental accounting. Knowledge of GASB, tax and wage laws. Experience in Workday ERP.

Excellent Benefits:

- Hybrid work environment
- 401(k) with matching
- Defined Benefit Plan (pension)
- Employer qualified for Student Loan Forgiveness program
- Health Insurance
- Dental and Vision Insurance
- Employee Discounts
- Flexible Schedule
- Health Savings Account
- Life Insurance
- Vacation Leave – three weeks annually that rolls over
- Sick Leave – three weeks annually that rolls over
- 13 Paid Holidays
- Professional development assistance

Background Check: Must successfully complete background investigation.

To Apply:

Apply online at <https://psc.ga.gov/career-opportunities/> or via Indeed.

Candidates selected for further consideration will be required to submit the following:

Georgia Public Service Commission Employment Application
College or University Transcripts